

## NOTARY SERVICES POLICY

Half Hollow Hills Community Library (“Library”) employees who hold a valid New York State Notary license are available on-site to provide notary services to patrons who visit the library.

Library notary publics are required to follow all New York State and applicable local laws and regulations governing notary services.

The Library will pay the cost of training for library staff to become a notary public and to maintain his or her license.

Notary services are available to patrons who visit the Library, subject to the following parameters:

- Notary services are offered during regular library hours. The Library makes no guarantees or warranties concerning the availability of notaries at any given time. Thus, appointments are recommended.
- A patron may be limited to **2** notarizations per day. A notarization consists of one signature and one stamp.
- The library does not charge for a notarization.
- Any patron utilizing the Library’s notary services must personally appear, present a valid New York State driver’s license or other government-issued photo identification and sign before the notary public.
- The Library’s notary service is **not** available for deeds, and other real estate documents (*i.e.*, mortgages and satisfactions of mortgages), wills, living wills, trusts, codicils, powers of attorney or depositions.
- The Library will not provide witnesses, and witnesses may not be solicited from other staff members or patrons using the Library. In order to serve as a witness, the witness must personally know the person whose document is being notarized and must be in possession of valid New York State driver’s license or other government-issued photo identification.
- Documents in any language other than English will not be notarized at the Library.
- The person seeking to utilize this service must be able to communicate with the notary. Translators are not permitted.
- Library notary publics are not attorneys licensed to practice law, and he/she may not give legal advice.
- In its discretion, the Library reserves its right to decline to provide notary services to a patron.

Approved by Board of Trustees: 5/16/22